

~~SECRET~~  
~~CONFIDENTIAL~~  
SECURITY INFORMATION

30 January 1952

TO : Director of Central Intelligence  
 FROM : Deputy Director (Administration)  
 SUBJECT: Personnel Ceilings.

Document No. <b>32</b>
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed To: TS S <b>C</b>
Auth: <b>100-702</b>
Date: <b>14-11-78</b>

25X1

1. PROBLEM.

To determine what action is necessary to insure the orderly expansion of the Agency with greater personnel selectivity and within an "on duty" personnel ceiling of ☐ to be reached about 1 January 1953. This personnel ceiling does not include personnel authorized under "projects" (see Tab A) nor IAC personnel (see Tab B).

2. ASSUMPTIONS.

a. That ☐ per cent losses of "in process" personnel may be expected to occur on cases entering Security due to declinations and rejections.

b. That a loss of 1 per cent per month of "on duty" personnel may be expected due to attrition.

c. That processing time for each case, including Security check, will require approximately 4 months.

3. FACTS BEARING ON THE PROBLEM.

a. "On duty" personnel ceiling established by the Director ..  
 ..... ☐

b. Personnel now "on duty" ..... approximately ☐

c. Personnel now "in process" ..... approximately ☐

d. By reducing our basic number of personnel entered on duty to ☐ per month, and adding during the first 4 months those finally cleared out of the ☐ now in process, we will reach a total "on duty" strength of ☐ by 31 December 1952. (see Tab C)

25X9

4. DISCUSSION.

25X9

~~CONFIDENTIAL~~

**SECRET**  
**SECURITY INFORMATION**

The obvious solution of reducing all tables of organization by [ ] is not possible because of the disparity among offices of the personnel either "on duty" or "in process." An alternative is to fix a ceiling for each office which allows for entry on duty of all personnel now in process, plus a moderate expansion. It will also be advisable to retain some flexibility so that a Deputy Director may allocate his staff between Departmental and Field offices ( ); and, likewise, an Assistant Director should be able to allocate his staff to the component parts of his office as need dictates.

25X9

25X1A

5. CONCLUSIONS.

a. Personnel ceilings for the various offices should be established with the understanding that reasonable adjustments may be made by Deputy Directors within their groups of offices, and by Assistant Directors within their own offices, so long as the over-all ceilings established for a group of offices or an individual office are not exceeded. Such adjustments should be made in consultation with the Deputy Director (Administration).

b. The rate of personnel recruitment should be reduced through greater emphasis on selectivity.

6. ACTION RECOMMENDED.

a. That the personnel ceilings indicated in the "proposed ceiling" column of Tab D, attached, be established with the understanding that adjustments may be made by Deputy Directors between offices in their groups, and that Assistant Directors may make similar adjustments between component parts of their offices, provided that established ceilings are not exceeded. Such adjustments should be made in consultation with the Deputy Director (Administration).

b. That the Agency proceed with entering on duty as many of the [ ] now in process as can be cleared, and that the basic rate of entering personnel on duty be reduced to [ ] per month.

25X9

25X9

25X1A

*and are found to be in every respect completely qualified for long term duty with this agency*

WALTER REID WOLF

Annexes:

25X1A

- Tab A - Statistics re employees on contractual basis - as of 23 Jan 52.
- Tab B - IAC personnel statistics - as of 23 Jan 52.
- Tab C - Staffing estimate - Period ending 31 Dec 52 (reduced basis).
- Tab D - Comparative schedule of personnel requirements.

**CONFIDENTIAL**